



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 2410.2, *Waste Prevention and Recycling Program*, dated on October 27, 2014.

SUMMARY OF CHANGES: Section 1, Purpose, updated the hyperlink; Section 3, Authorities, added new authorities; Section 5, Responsibilities, grammatical edits made, current terminology was added, and the hyperlink was updated; Section 6, Policy, updated language to accurately reflect program; Section 7, Procedures, updated hyperlinks, revised content to ensure that the program was reflected accurately, and made grammatical edits; Section 8, Effective Date and Implementation, updated language and approval signature block to reflect the current administration.

1. **PURPOSE:** This directive provides TSA policy and procedures for establishing TSA policy regarding the Waste Prevention and Recycling Program; assigning administrative responsibility for ensuring that the Waste Prevention and Recycling Program policy and procedures comply with the governing DHS and TSA directives listed in Section 3, Authorities; and ensuring that the Waste Prevention and Recycling Program is developed and implemented consistent with TSA's [Environmental Policy Statement](#).
2. **SCOPE:** This directive applies to all TSA organizational elements.
3. **AUTHORITIES:**
 - A. [DHS MD 023-02, Environmental Management Program](#)
 - B. [DHS MD 025-01, Sustainable Practices](#)
 - C. Emergency Planning and Community Right-To-Know Act of 1986, as amended, Public Law (PL) 99-499
 - D. Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*, dated March 19, 2015
 - E. Federal Facility Compliance Act of 1992, PL 102-386
 - F. Pollution Prevention Act of 1990, PL 101-508
 - G. Resource Conservation and Recovery Act of 1976, as amended, Pub. Law 94-580
 - H. [TSA MD 2410.1, Environmental Management System](#)
 - I. [TSA MD 2410.3, Energy Management Program](#)

- 4. DEFINITIONS:** Unless otherwise provided, all terms used in this directive have the meanings provided in the Public Laws, Regulations, and EOs referenced in Section 3 of this directive.
- A. Designated Environmental Official (DEO): The official responsible for the management and administration of the TSA Environmental Management System (EMS).
 - B. Environmental Management System (EMS): A TSA-wide management system implemented at appropriate facilities that includes organizational structure, responsibilities, procedures, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy and all associated environmental programs.
 - C. Non-Profit Organization: A recognized non-denominational, non-profit entity with 501(c)(3) tax-exempt status. For purposes of this directive, “non-profit organization” does not include any organization that propagates extreme positions, advocates violence against others or the Federal government, or would otherwise be considered by TSA officials to be an inappropriate recycling partner.
 - D. Pollution Prevention: Source reduction, as defined in the Pollution Prevention Act of 1990 (42 USC 13102), and other practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, other resources, or protection of natural resources by conservation.
 - E. Recycling: The series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products.
 - F. Solid Waste Diversion: Redirecting materials that might otherwise be placed in the waste stream to recycling or recover, excluding diversion to waste-to-energy facilities.
 - G. Waste Prevention: Any change in the design, manufacturing, purchase, or use of materials or products, including packaging, to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.
 - H. Waste Reduction: Preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled or environmentally preferable products.

5. RESPONSIBILITIES:

- A. The Assistant Administrator/Chief Financial Officer and Administrative Officer serves as the DEO for TSA and is responsible for:
 - (1) Providing senior management commitment and visible support for the Waste Prevention and Recycling Program.
 - (2) Initiating and maintaining a program to promote cost-effective waste prevention and recycling of reusable materials in all TSA facilities. The Waste Prevention and Recycling Program implemented pursuant to this section must be compatible with applicable Federal, State, and local recycling requirements.

- (3) Maintaining oversight of the progress towards TSA's waste prevention and recycling goals.

B. The Director of OSHE is responsible for:

- (1) Designating the Recycling Program Manager.
- (2) Ensuring the development and maintenance of directives, policy, and guidance for implementing the Waste Prevention and Recycling Program.
- (3) Ensuring the Waste Prevention and Recycling Program is compatible with applicable Federal, State, and local requirements.
- (4) Ensuring that programs are in place to achieve short- and long-range waste prevention and recycling goals established under the EMS.
- (5) Communicating progress towards TSA's waste prevention and recycling goals to the DEO.
- (6) Utilize the budget process to secure sufficient funding for program initiatives.

C. The Recycling Program Manager, or designee, is responsible for:

- (1) Pursuing initiatives created as part of the Waste Prevention and Recycling Program to achieve established goals.
- (2) Considering cooperative ventures with State and local governments and private authorities to promote recycling efforts and waste reduction.
- (3) Serving as the Recycling Coordinator for TSA Headquarters in Arlington, Virginia.
- (4) Establishing and maintaining appropriate training programs to contribute towards the goals of this directive.
- (5) Establishing and maintaining an internal agency-wide awards program to recognize innovative waste prevention and recycling programs.
- (6) Establishing action plans to achieve recycling and waste prevention objectives and identify required resources.
- (7) Seeking cooperation of TSA Program Offices to ensure the execution of recycling and waste prevention programs.

D. The Federal Security Director (FSD), or designee, at each TSA field location is responsible for:

- (1) Designating a collateral duty Environmental Management Coordinator (EMC).
- (2) Establishing or maintaining a Waste Prevention and Recycling Program in facility action plans, whenever reasonable and practical.

- (3) When practical, facilitating a cooperative relationship with interested parties in developing or maintaining a Waste Prevention and Recycling Program.
- (4) Ensuring relevant staff demonstrates their leadership as it applies to their areas of responsibility.

E. The EMC, or designee, at each TSA field location is responsible for:

- (1) Implementing and maintaining a Waste Prevention and Recycling Program in accordance with this directive and associated guidance.
- (2) Reporting results quarterly using the Environmental Measuring Tool (EMT) on the [TSA EMS Web Portal](#) or elsewhere, if directed.
- (3) Providing guidance to TSA employees in executing facility Waste Prevention and Recycling Program.
- (4) Encouraging all TSA employees to practice waste prevention and recycling.
- (5) Promoting continual improvement of the waste prevention and recycling program.

6. POLICY: Environmental leadership will be demonstrated within TSA and during operations and activities nationwide to enhance the national security mission. This can be achieved by adhering to the pollution prevention hierarchy as described in the Pollution Prevention Act of 1990, whereas:

- A. Pollution shall be prevented or reduced at the source whenever feasible.
- B. Pollution that cannot be prevented shall be recycled in an environmentally safe manner whenever feasible.
- C. Pollution that cannot be prevented or recycled shall be managed in an environmentally safe manner whenever feasible.
- D. Disposal or other release into the environment shall be employed only as a last resort and shall be conducted in an environmentally safe manner in accordance with Federal, State, and local requirements.

7. PROCEDURES: For specific guidance and bulletins on the Waste Prevention and Recycling Program, reference the [TSA iShare Waste Prevention and Recycling page](#).

- A. A Waste Prevention and Recycling Program must make efforts to reduce the use of paper, including office paper and other paper products, as appropriate. This includes, but is not limited to, double-sided printing and copying, electronic archiving, and E-bulletins.
- B. A Waste Prevention and Recycling Program must have a plan for the final disposition of all electronic and information technology (IT) equipment, including, but not limited to, computers, printers, fax machines, copiers, cell phones, televisions, and other electronics, as appropriate. TSA continues to promote and implement best management practices for environmentally

responsible acquisition, operations and maintenance, and end-of-life management of IT equipment.

- C. A Waste Prevention and Recycling Program must have a plan to reuse or donate all non-hazardous, low value (less than \$500) voluntarily abandoned property, as appropriate. This may be accomplished through donations to the appropriate State agency for surplus property or other authorized public body. Reference [TSA MD 200.52, Care, Handling, and Disposition of Voluntarily Abandoned Property](#), for applicable procedures.

8. APPROVAL AND EFFECTIVE DATE: This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

September 20, 2016

Pat A. Rose, Jr.
Assistant Administrator
and Chief Financial and
Administrative Officer
Office of Finance and Administration

Date

EFFECTIVE

Date

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